

FREQUENTLY ASKED QUESTIONS

I Have Received an Employment Offer at IIUM

1

Can new staff apply for salary advance?

Only international staff can apply for salary advance of RM1,500 from the University. Once you have reported for duty, you can email requesting for salary advance to msd_rec_acad@iium.edu.my

2

Clause 13 Air Passage which is the air ticket support for the recruited staff. I wonder whether I should inform MSD on the planned date and of arrival and ticket purchase or shall I instead purchase the ticket and submit a claim to MSD upon arrival in IIUM?

You have to purchase the air ticket first and then submit a claim at the Kulliyah when you have reported for duty.

3

Are new international staff who have just arrived into Malaysia eligible to claim for residence fee during quarantine?

No, IIUM does not cover the residence fee for newly arrived international staff.

4

Are international staff eligible to apply for EPF?

The Employees' Provident Fund (EPF) is governed by EPF Act 1911 and functions as a mandatory pension scheme for Malaysian employees and Permanent Residents working in the private sector in Malaysia.

However, the rules are markedly different for expatriates and foreigners employed in Malaysia. EPF contributions are not mandatory for foreigners working in Malaysia - but these employees can still opt-in to the EPF, if they prefer. This because any employer or employee may choose to contribute more than the required minimum rate.

The contribution rate by the employee is 11-12% and for the employer, RM5 for international staff.

5

What is the duration for the issuance of Employment Pass/Work Permit?

Normally it will take between 2 weeks to a month.

The work permit process is under the Visa Unit, Office of International Affairs. You may contact the person-in charge for and work permit related matters:

- a. Br. Zainal Zahir Husain
Phone Number: +603-6421 5849
Email: faizahir@iiium.edu.my
- b. Sr. Aizatul Hazwani
Phone Number: +603-6421 5845
Email: aizatul@iiium.edu.my

6

Can I sign all the documents with a blue pen or should I use a black pen?

You can use a blue or black pen except all Legal documents, which must be signed using a black pen.

7

Can I do medical check-up at clinic outside IIUM?

Can International staff do medical check-up at IIUM Clinic?

You can do medical check-up at any clinic. If you choose to do it at IIUM Sejahtera Clinic, please set an appointment first before going to the clinic. IIUM Sejahtera Clinic can be contacted at 603-6421 4444.

8

I wonder which one is the Statutory Declaration form from the documents you sent by email. Is it the Offer Letter, Terms and Conditions; or SOCSO form for Foreigner or TP3 form?

Statutory Declaration form is sent together with the original offer letter to your official address. It cannot be photocopied. That is why we do not send it by email.

All Legal documents stated in the checklist are sent with the original offer letter. The Legal documents are:

- Letter of Undertaking – to be signed in front of the Dean
- Declaration Under the Official Secrets Act 1972 (Amendment 1986)
- Declaration of Confidentiality
- Declaration of Code of Conduct
- Statutory Declaration (Act 783) – to be signed in front of the Commissioner for Oaths

Email us at msd_rec_acad@iium.edu.my for further inquiries.

9

I will contact Visa Unit for the Immigration procedures and to advise me on the detailed procedure. But I have only 14 working days and am not sure if a work permit is going to be that quick.

14 working days is for you to reply whether you accept the offer or not, not to report for duty. A work permit will take longer than 14 days depending on the Immigration of Malaysia processing time.

You can submit the Acceptance form by email it to msd_rec_acad@iium.edu.my

10

I understood that you will post the original offer letter and documents to my country or maybe I can collect the originals when I arrive at IIUM?

Yes, you can collect the original offer letter at our office if you already in Malaysia. If you are not in Malaysia, we should post the offer letter to your home country because you need to apply for a work permit. The Visa Unit and Immigration Department of Malaysia want the original Terms & Conditions signed by you. Please make sure you initial on every page of the Terms and Conditions.

The sooner you get the offer letter, the sooner you can return the Terms and Conditions and apply for a work permit.

When the Immigration of Malaysia receives your application for a work permit, they will issue a Visa Approval Letter (VAL). Bring the VAL to the Embassy of Malaysia in your home country to request for Single Entry Visa (SEV). The SEV is for you to enter Malaysia to complete employment pass process. SEV is valid for 6 months.

Email us at msd_rec_acad@iium.edu.my for further inquiries.